

☒ Original ☐ Amendment

LEGISLATIVE RESOURCE CENTER

2016 FEB -5 PM 12:05

U.S. House of Representatives  
Committee on Ethics

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must **complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Frederica S. Wilson
2. a. Name of accompanying relative: \_\_\_\_\_ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 1/22/2016 Return: 1/24/2016  
b. Dates at personal expense: \_\_\_\_\_ or None ☒
4. Departure city: Miami Destination: Atlanta Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Trumpet Awards Foundation
6. Describe meetings and events attended (attach additional pages if necessary): Attended Awards Ceremony and related events in honor of Congressional work to achieve equality and inspire others
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
  - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the Member or officer; **and**
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:

Frederica S. Wilson

DATE: 2/3/2016

U.S. House of Representatives  
Committee on Ethics

## SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Trumpet Awards Foundation
2. Travel Destination(s): Atlanta, Georgia
3. Date of Departure: January 22, 2016 Date of Return: January 24, 2016
4. Name(s) of Traveler(s): Congresswoman Frederica Wilson  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$377.20	\$368.88	\$73.92	\$202.60 - Local Transportation
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Xerxena Clayton

Name: Xerxena Clayton

Title: Chair, President and CEO

Organization: Trumpet Awards Foundation

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 101 Marietta Street, Suite 1010

Atlanta, Georgia 30303

Telephone number: (404) 878-6738

Email Address: xclayton@trumpetfoundation.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

**TRAVELER FORM**

1. Name of Traveler: Congresswoman Frederica S. Wilson
2. Sponsor(s) (who will be paying for the trip): The Trumpet Awards Foundation
3. Travel destination(s): Atlanta, GA
4. a. Date of departure January 22, 2016 Date of return: January 24, 2016  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
The Trumpet Awards Foundation is honoring the Congresswoman for her work to achieve gender and racial equality.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

**ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip):  
Trumpet Awards Foundation
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☒ or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
Congresswoman Frederica Wilson
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: January 22, 2016 Date of return: January 24, 2016
7. a. City of departure: Miami, FL  
b. Destination(s): Atlanta, GA  
c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted:

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or  
b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The Trumpet Awards Foundation produces and presents the Trumpet Awards show annually. The show recognizes outstanding accomplishments of African Americans and others who have succeeded against the odds and inspired others. The African American Congresswomen have been chosen as honorees for 2016.

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☐ Other ☐ (Specify: \_\_\_\_\_)  
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)  
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or  
b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☐

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: The Hyatt Regency Atlanta City: Atlanta, GA Cost per night: \$159.00+tax

Reason(s) for selecting: Annual Host Hotel

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$381.20	\$318.00 + tax	\$80.00
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$675.00	LOCAL TRANSPORTATION
For each accompanying relative		

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:

Name:

Xernona Clayton

Title:

Chair, President & CEO

Organization:

Trumpet Awards Foundation

Address:

101 Marietta St., Suite 1010, Atlanta, GA 30303

Telephone number:

(404) 878-6738

Email address:

xclayton@trumpetfoundation.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)



Charles W. Dent, Pennsylvania  
*Chairman*  
Linda T. Sánchez, California  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Susan W. Brooks, Indiana  
Kenny Marchant, Texas

Michael E. Capuano, Massachusetts  
Yvette D. Clarke, New York  
Ted Deutch, Florida  
John B. Larson, Connecticut



ONE HUNDRED FOURTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

December 28, 2015

Thomas A. Rust  
*Staff Director and Chief Counsel*

Joanne White  
*Administrative Staff Director*

Clifford C. Stoddard, Jr.  
*Counsel to the Chairman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

The Honorable Frederica S. Wilson  
U.S. House of Representatives  
208 Cannon House Office Building  
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Atlanta, Georgia, scheduled for January 22 to 24, 2016, sponsored by the Trumpet Awards Foundation.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$375 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Charles W. Dent  
Chairman

Linda T. Sánchez  
Ranking Member

CWD/LTS:wfs



**Trumpet Awards Foundation  
African American Women In Congress  
Honorees Agenda**

**Friday, January 22, 2016**

**Morning Arrivals**

7:00 p.m. Presentation of Trumpet Award Honorees  
Speakers - Ms. Xernona Clayton and Trumpet Awards  
Foundation Board Members

All Honorees will be introduced, welcomed and presented in  
their official capacities

**Saturday, January 23, 2016**

9:30 a.m. Breakfast in Honor of African American Women in Congress  
Speakers - Ms. Xernona Clayton and Trumpet Awards  
Foundation Board Members

Breakfast is being held for all Honorees prior to the rehearsal  
for the show

12:00 p.m. Rehearsal for the Trumpet Awards Show

All Honorees will receive direction and instruction on their  
participation in the show and commence with rehearsal

**Trumpet Awards Foundation, Inc.**  
101 Marietta Street, Suite 1010 • Atlanta, Georgia 30303  
Phone: (404) 878-6738 • Fax: (404) 586-8193  
Email: [xclayton@trumpetfoundation.org](mailto:xclayton@trumpetfoundation.org)



**Trumpet Awards Foundation  
African American Women In Congress  
Honorees Agenda  
Page 2 of 2**

**Saturday, January 23, 2016 (continued)**

2:00 p.m.     Red Carpet

All Honorees will be escorted to the red carpet where they will be presented, photographed and interviewed

4:00 p.m.     Trumpet Awards Ceremony

This is the live taping/ceremony that will include the presentation of the Honorees and the Honorees' acceptance of the awards

8:30 p.m.     Ceremony Concludes

9:00 p.m.     Soulful Ending  
Speakers - Ms. Xernona Clayton and Trumpet Awards  
Foundation Board Members

Official closing dinner, inclusive of a post presentation of and thank you to the Honorees from Ms. Xernona Clayton and the Trumpet Awards Foundation Board of Directors.

**Sunday, January 24, 2016**

**Morning Departures**